



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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**#T2214 RECYCLING SPECIALIST I
MONTHLY SALARY: \$3719 to \$4520**

**#T2215 RECYCLING SPECIALIST II
MONTHLY SALARY: \$4520 to \$5463**

**#T2216 RECYCLING SPECIALIST III
MONTHLY SALARY: \$4964 to \$6001**

***APPLICATION FILING PERIOD: FIRST DATE: September 17, 2010**

LAST DATE: October 19, 2010

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants have been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

THE POSITIONS: **Recycling Specialist I** positions work under close supervision to coordinate the development and implementation of routine projects for the City of San Diego's Waste Reduction and Diversion Program. **Recycling Specialist II** positions are responsible for projects of average complexity. Duties may include the study and research of municipal waste reduction and diversion projects; planning, developing, and implementing waste reduction and diversion projects; conducting grant fund research and preparing draft applications; coordinating private and public sector waste reduction and diversion projects; conducting waste audits; making informational presentations to business and community groups; and preparing reports. **Recycling Specialist III** positions lead the work of Recycling Specialist I and II positions and coordinate the development and implementation of the most complex projects for the City of San Diego's Waste Reduction and Diversion Program. Duties may also include monitoring multiple contracts; preparing cost benefit analyses and assisting in budget preparations.

REQUIREMENTS: You must meet the following requirements on the date you apply, unless otherwise indicated.

EDUCATION: **Proof of education (degree/transcripts) must be submitted to the Personnel Department.**

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed college units = 120 semester/180 quarter).

-AND-

EXPERIENCE: **QUALIFYING PROFESSIONAL EXPERIENCE MUST INCLUDE:** **Planning, developing, administering, and/or implementing public or private waste reduction and diversion programs and/or non-burn resource recovery programs.**

Recycling Specialist I: One year of full-time professional-level experience as specified above.

Recycling Specialist II: Two years of full-time professional-level experience as specified above.

Recycling Specialist III: Three years of full-time professional-level experience as specified above.

NOTES:

1. Additional qualifying professional-level experience may be substituted for education lacked on a year-for-year basis (one year of experience = 30 semester/45 quarter units).
2. A Master's Degree in Public Administration, Business Administration, or Environmental Science may be substituted for a maximum of six months of the required experience.

LICENSE: A valid California Class C Driver License is **required at time of hire.**

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HOW TO APPLY: You must complete a **STANDARD EMPLOYMENT APPLICATION** for the position(s) by responding to all questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application or an online application via the internet. Please read the following instructions for each method of submission.

HARD COPY (Paper Submission)

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

ONLINE (Internet Submission)

1. Do **NOT** complete/submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person or FAX/MAIL them to the Personnel Department with the cover sheet provided during your online session. Follow the instructions on the cover sheet.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list. Approved applications will be made available to the hiring department(s) for review.

ELIGIBLE LIST: Separate eligible lists will be established for **Recycling Specialist I, Recycling Specialist II and Recycling Specialist III**. Candidates who are successful in the screening process described above will be placed on the respective **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications from the corresponding list will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

SUPPLEMENTAL QUESTIONS: In Section 4 of the Standard Employment Application, you **MUST** respond to all of the following questions or your application will be rejected. Provide sufficient details as this information will be used to evaluate your qualifications related to this job. Describe your **education, training, and/or experience** related to each question; indicate where the education, training, and/or experience was obtained (e.g., specify the employer, educational coursework, and training classes); and provide comprehensive information regarding what duties you have performed. If you do not have any education, training, and/or experience in a requested area, write "None" for that particular question.

1. Specify the exam number and title of the positions listed below for which you are applying. Only the positions you indicate will be automatically added to your file.
#T2214 RECYCLING SPECIALIST I
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#T2216 RECYCLING SPECIALIST III

2. Indicate in which of the **EDUCATION** options you are meeting the job requirement. **Proof of education (degree/transcripts) must be submitted to the Personnel Department.**
 - a. Bachelor's Degree
 - b. Equivalent education (Minimum completed college units = 120 semester/180 quarter)
 - c. Master's Degree in Public Administration, Business Administration, or Environmental Science
3. Describe your **public and/or private solid waste reduction, recycling, and diversion program** experience in the areas listed below. Indicate if the experience included: curbside collection, contract management, public education and outreach, competitive bid process, recycling centers, processing facilities, composting or organics recovery or commercial/industrial programs, or other resource recovery programs. Include the name of the employer in which this experience was gained, your title and specific responsibilities.
 - a. Planning
 - b. Developing
 - c. Implementing
 - d. Administering
4. Describe your experience in the areas listed below. Include the name of the employer in which this experience was gained, your title and specific responsibilities.
 - a. Conducting market analyses or waste composition studies.
 - b. Conducting evaluation and feasibility studies of waste reduction and diversion or resource recovery programs, and preparing progress reports from collected data.
 - c. Identifying, applying for or administering grant programs.
 - d. Analyzing, monitoring, and making recommendations on proposed waste reduction and diversion legislation or regulatory activities.
 - e. Creating and implementing waste reduction and diversion marketing and public outreach programs.
 - f. Making waste reduction and diversion presentations to trade groups, businesses and community groups.
5. Indicate the types of computerized office applications/programs (e.g., Word, Excel) with which you have experience and specify your level of proficiency for each.

*CJA/June 22, 2001/*Rev.4 (09-17-10)/Classes: 1559; 1558; 1561

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "EXCELLENCE IN PERSONNEL SERVICES"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TTY (619) 236-6776.

IMPORTANT: READ REVERSE SIDE

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER